

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, July 7, 2005 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for regular meeting of June 9, 2005 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Inspector, (2001)
 - b) Mail Clerk, (1999)
 - c) Police Officer, Lateral (2005)
 - d) Utilities Engineer, (1995)
4. Adoption of new Classification Specification (Action)
 - a) Geographic Information Systems Coordinator


Robert M. Macias
Acting Human Resources Director

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City of Hayward

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under direction of the Technology Services Director, is responsible for the supervision, development, coordination, implementation, maintenance and training for all facets of a City-wide Geographic Information System (GIS) including all layers, tables and system interfaces; recommends hardware, software and staffing requirements for the system; supervises the work of GIS staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position has the responsibility for the day-to-day supervision of the GIS system and staff. The GIS Coordinator is differentiated from other GIS staff in that the latter is responsible for a component of the GIS System and reports to the GIS Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technology Services Director. May exercise technical supervision and provide lead direction and training for support staff.

ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

Supervises the development, operation, and maintenance of the City's Geographic Information System.

Integrates various sources of city data, including raster, vector, and attribute databases residing on multiple operating platforms and between different City departments.

Deploys GIS web applications via the City's intranet and to the general public through the World Wide Web.

Develops policies, documentation and procedures relating to GIS system operations and services.

Assists in the development and maintenance of City base map and associated layers.

Evaluates work techniques and methods for conformance with desired standards.

Assigns, supervises and reviews the work of GIS staff.

Provides assistance and training in proper use of GIS data and systems.

Evaluates and recommends hardware and software for GIS systems.

Writes scripts, macros and high level language routines to maintain and access GIS data and systems.

Acts as City representative to external agencies.

Consults with department heads or designated staff from all City departments.

Communicates clearly and concisely, both orally and in writing.

Makes recommendations to the Technology Services Director.

Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Broad range of GIS products, techniques, procedures and concepts;

ESRI products especially ArcSDE, ArcIMS and ArcGIS;

Database design principles;

Microsoft operating systems and software especially Microsoft Sequel Server, Window Server 2003 and IIS;

Various programming and scripting languages especially Visual Basic, ASP.NET and Python which are used in GIS desktop and web applications;

Supervisory principles and practices.

Ability To:

Supervise, plan, implement, maintain, expand and document a City-wide GIS;

Analyze system design and implement on multiple hardware and software platforms for use in the City's intra and internet;

Design a system to eliminate redundancy and to improve user access;

Manage projects that reach across multiple departments and agencies;

Create internal and external controls;

Recommend policies and guidelines for data sharing and access across applications;

Develop and maintain effective working relationships with GIS users in all departments and other agencies;

Communicate effectively, both orally and in writing;

Supervise and review the work of GIS staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years recent experience working in GIS related fields, preferably with local (municipal) government including experience with a wide variety of GIS applications.

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Geographic Information Systems, Geography, or related fields.

SPECIAL REQUIREMENTS: Essential duties require the following physical abilities and work environment: Incumbent frequently stands, walks, sits, uses telephone, and personal computer with a VDT screen for extended periods of time. Works in a normal office environment plus occasional kneeling, crouching, stooping, squatting, crawling, climbing and lifting up to twenty-five (25) pounds in the process of installing or trouble shooting connectivity applications or system problems as well as working in a confining work space.

PROBATIONARY PERIOD: One Year
July 2005

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007

MINUTES

Thursday, June 9, 2005

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at 5:30 p.m., on **Thursday, June 9, 2005** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by Commissioner Freddie Davis.

VISITORS/GUESTS

None

HUMAN RESOURCES DEPARTMENT STAFF

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

Latricia Earley

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	X	10	1	0	0
Freddie M. Davis	X	10	1	0	0
Joyce Dobro (vice-chair)*	X	9	2	0	0
Latricia Earley	O	9	2	0	0
Carol Johnson	X	10	1	0	0
Johnnie Lacy	X	7	4	0	0
Wade Owen Winblad	X	10	1	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced that the Eighth Annual NAACP and PepsiCola Scholarship Benefit was held last Friday evening. They awarded \$60,000 in scholarships to nine students and provided three internship positions.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of May 12, 2005; (Action)
Moved to approve Minutes; (Davis/Dobro); (5-0-1)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson announced that the fiscal year 2005-2006 operating budget has been the primary focus of the Council for the last month. He said the proposed budget amounts to \$175m with maintenance of current staffing levels and last fiscal year's frozen positions, with few exceptions. Council Member Henson also announced that one of the proposals includes the use of non-lethal taser guns by police officers, as well as audio equipment in the patrol vehicles. The expectation is that the use of tasers will reduce the amount of officer injuries, as well as workers' compensation and overtime costs, since officers will have authorized use to subdue combative suspects, under very strict regulations. There will be continued funding of many community events and services. The Finance Department once again won a statewide award for budget presentation. Discussion ensued about people loitering in and around Hayward's grocery stores. Council Member Henson will forward the Commission's collective concerns to Chief Lowe.
3. Annual Affirmative Action Report for 2004 (Information)
Robert Macias reviewed the key points from the report. The Commission thanked him and staff for another good report.

NEW BUSINESS

4. Human Resources Director Interview Process/Commission Participation (Action)

Moved for Chairperson Booth to represent the Commission on the Oral Panel for Human Resources Director interviews on Wednesday, July 13, 2005, with Vice-Chairperson Dobro as the alternate: (Davis/Johnson); (6-0-0)
5. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Administrative Clerk I/II, (2002)
 - b) Animal Control Officer, (2003)
 - c) Library Page, (2004)
 - d) Senior Planner, (1997)

Moved to approve New Eligible Registers: (Johnson/Dobro); (6-0-0)

There being no further business, the meeting was adjourned at 6:33 p.m.

The next regularly held meeting will be Thursday, July 7, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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